

MEMORANDUM FOR: Director, Information Services

FROM: Chief, Classification Review Division

SUBJECT: Notes on CRD for Budget Meeting

1. The CRD Mission: CRD represents an Agency declassification review capability which is used to review CIA material found during systematic classification review programs conducted by other agencies, to maintain liaison with other agencies on declassification matters, and to review material where an Agency-wide perspective is necessary. CRD maintains two computerized data systems, one to record actions taken in systematic reviews and a second to record items of information that relate to classification questions and could be useful in making classification ~~xxxx~~ or declassification decisions.

2. The Historical Review Program: CRD will provide the declassification review capability required by the Historical Review Program. They will survey records initially earmarked for the program to determine what percentage can be declassified and when records are definitely chosen for the program, to conduct a complete review in preparation for public release. Up to eight additional reviewers and intelligence assistants will be required to run this program in CRD.

3. Centralized Review: CRD will provide the cadre for a declassification review unit that will be developed to eventually conduct all Agency declassification reviews for release to the public. This will include reviews under FOIA, PA, mandatory reviews, systematic review, and those classification reviews which relate to a variety of security questions. Assumption of those tasks will be undertaken gradually beginning with mandatory reviews (250-300 per year) for which an addition of two reviewers will be required, followed by referrals from other agencies (900-1000 per yr) for which an additional four reviewers will be needed.

4. Personnel: CRD had  during FY 1984. They averaged  during STAT  
FY 1983. STAT

5. Equipment Requirements: WANG equipment is required to support the RIMS data collection and exploitation system. This will require a minimum of two terminals, a printer, access to a WANG Alliance system or a stand alone WANG system with the Alliance package. (A possible alternative would be to use the VM system and tie into the main frame at Headquarters. This would require VM terminals to update the two now in CRD and a printer.)

CRD Production by Documents Reviewed

	<u>FY 1983</u>	<u>FY 1984</u>
Manuscripts, SAEs, Misc. reviews	PRB 166	128
	SAEs 336	713
	OGC/OLL 46	291
	Damage Assessments 15	33
	CBS/Westmoreland 628	—
	RIMS 126	218
Totals:	<u>1317</u>	<u>1383</u>
Systematic, Mandatory, FOIA reviews	DOD 519	3823
	NARS 3875	7355
	IPD 176	286
	FRUS 2998	288
	<u>Totals:</u> 7568	<u>11752</u>

Percent of CRD Effort Expended\*

	<u>FY 1983</u>	<u>FY 1984</u>
PRB	8	9
SAEs	4.5	6
OGC/OLL	2	4.5
Damage Assessments	.5	2
CBS/Westmoreland	12.5	20.5
RIMS	4.5	5.5
	<u>32.0</u>	<u>47.5</u>
DOD	17.5	13
NARS	24	30
IPD	2.5	2.5
FRUS	24	7
	<u>68.0</u>	<u>52.5</u>

\* A composite of Manhours worked and production.

Sept 1984

## CRD PRODUCTION FIGURES FOR 1984 JAN-JUL

	<u>PER MONTH</u>	
SYSTEMATIC REVIEWS: (Includes support to State, DOD, NARS, and Presidential Library systematic review programs.)	950 Documents	9,200 Pages
AGENCY REQUESTED REVIEWS: (Includes review of employee manuscripts for PRB, Summaries of Agency Employment for non-DO people, and miscellaneous reviews for OGC (CBS/Westmoreland, OLL, OS, etc.)	130 Documents	3,350 Pages
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TOTALS <u>PER MONTH FOR PERIOD:</u>	1,080 Documents	12,550 Pages
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GRAND TOTALS FOR THE ENTIRE SEVEN-MONTH PERIOD:	7,550 Documents	87,800 Pages

Why pg count up in 84:

Visits to Pres Lib.  
 more work at NARS/Suitland  
 More FRUS work  
 Added two employees & lost one

'83    7 months

Totals:	5067 docs	50,148 pages
Syst:	3671 docs (72%)	28,537 pages (57%)
Internal:	1396 docs (28%)	21,613 pages (43%)

'84    7 months

Totals:	7558 docs	87805 pages
Syst:	6671 docs (88%)	64373 pages (73%)
Internal:	887 docs (12%)	23432 pages (27%)

Systematic Review includes: EO, Syst, FRUS, OSS

Internal Review includes: Manuscripts, RIMs,  
 SAEs, Misc (-from  
 TPD, OLL, OGC)

Effort, CRD	FY 83	FY 84
PRB	8%	9%
SAE	4½%	6%
DOD and Others	17½%	13%
NARS	24%	30%
IPD (Mandatory Requests)	2½%	2½%
LLB and OGC	2%	4½%
Damage Assessments	½%	2%
Special Projects (e.g. CBS-Westmoreland)	12½%	20½%
RIMS	4½%	5½%
FRUS (State)	24%	7%
	<hr/> 100%	<hr/> 100%

GOALS

6. Develop required review programs and improve, where possible, the capability of the Agency to respond in a timely and consistent manner to requests for review and release of Agency information as required by statute, executive order, or Agency regulation.

OBJECTIVE V

5. Make proposals that are aimed at reducing the response time in answering FOIA requests and which will provide the basis for improving consistency in making classification and declassification decisions.

Milestones

1. Further develop and seek approval for the proposal to consolidate into one unit the processing and initial review of Agency information that is requested under statute or executive order.
2. Expand the data base in the Released Information Management System (RIMS) and test the usefulness of the system in actual cases.
3. Develop the means to add guidelines to RIMS so that the system provides specific guidance as well as precedents as a reference tool in making classification and declassification decisions.

STAT

Objective VI

6. Develop and organize a program to select, review, and release information of historical interest to researchers as required ~~and~~ under the new FOIA relief bill passed by Congress.

Milestones

1. Prepare a detailed plan to institute a historical **records** review program that will involve the Agency Historian and the Directorate responsible for the records as well as OIS.
2. If required by the FOIA relief bill, prepare a plan to study the feasibility of a historical records review program for presentation to Congress.

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# OBJECTIVE AND ACTION PLAN

Approved For Release 2005/08/24 : CIA-RDP93B01194R001100140001-4

OBJECTIVE NO.	OFFICE	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE	PERIOD									
	CRD/OIS	STAT	84	MYR DOLLARS	OCT - NOV DEC - JAN FEB - MAR APR - MAY JUN - JUL AUG - SEP									
OBJECTIVE			<input type="checkbox"/> EXCEEDING PLAN <input type="checkbox"/> MEETING PLAN <input checked="" type="checkbox"/> BEHIND PLAN											
Maintain and refine capability for classification review consistent with Executive Orders and Agency regulations.  Date Submitted: October 1983														
ACTION PLAN (Milestones)			COMPLETION MONTH: SCHEDULED O: ACTUAL X											
			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Prepare the written proposal for Agency centralized review.					0									
Complete the development of the RIMS system.								0						
Input 1,500 items into the RIMS data base (presumes one part-time contract annuitant working solely on this project).								0	-----0					
Visit Presidential Libraries as resources and funds permit and material has been processed and is ready for Agency review.														
Update guidelines for review of SAEs and prepare briefing material for personnel officers who are responsible for having departing employees prepare their SAE.					0									
Participate in the initial planning for OIS involvement in the selective historical review program.					0									

OBJECTIVE NO.	OFFICE	RESPONSIBLE	FY	FY RESOURCE ESTIMATE		PERIOD		STATUS						
OBJECTIVE	CRD/OIS		84	MYR	DOLLARS	OCT - NOV								
STAT						DEC - JAN								
Maintain and refine capability for classification review consistent with Executive Orders and Agency regulations.						FEB - MAR								
Date Submitted: October 1983						APR - MAY								
						JUN - JUL								
						AUG - SEP								
						+ EXCEEDING PLAN								
						= MEETING PLAN								
						< BEHIND PLAN								
ACTION PLAN (Milestones)			COMPLETION MONTH: SCHEDULED O: ACTUAL X											
			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Prepare the written proposal for Agency centralized review.					0									
Complete the development of the RIMS system.							0							
Input 1,500 items into the RIMS data base (presumes one part-time contract annuitant working solely on this project).							0							
Visit Presidential Libraries as resources and funds permit and material has been processed and is ready for Agency review.														
Update guidelines for review of SAEs and prepare briefing material for personnel officers who are responsible for having departing employees prepare their SAE.					0									
Participate in the initial planning for OIS involvement in the selective historical review program.					0									

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OBJECTIVE NO.	OFFICE CRD/OIS	RESPONSIBLE OFFICER STAT	FY 84	FY RESOURCE ESTIMATE MYR DOLLARS		PERIOD		STATUS						
OBJECTIVE						OCT - NOV								
						DEC - JAN								
						FEB - MAR								
						APR - MAY								
						JUN - JUL								
						AUG - SEP								
						+ EXCEEDING PLAN = MEETING PLAN < BEHIND PLAN								
ACTION PLAN (Milestones)			COMPLETION MONTH: SCHEDULED O: ACTUAL X											
			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Prepare the written proposal for Agency centralized review.					O									
Complete the development of the RIMS system.								O						
Input 1,500 items into the RIMS data base (presumes one part-time contract annuitant working solely on this project).								O						
Visit Presidential Libraries as resources and funds permit and material has been processed and is ready for Agency review.														
Update guidelines for review of SAEs and prepare briefing material for personnel officers who are responsible for having departing employees prepare their SAE.					O									
Participate in the initial planning for OIS involvement in the selective historical review program.					O									

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OBJECTIVE NO.	OFFICE	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE		PERIOD		STATUS						
OBJECTIVE	OIS/CRD		83	MYR	DOLLARS									
25X1						OCT - NOV								
Maintain and refine capability for classification review consistent with Executive Orders and Agency Regulations.						DEC - JAN								
Date Submitted: October, 1983						FEB - MAR								
						APR - MAY								
						JUN - JUL								
						AUG - SEP								
						+ EXCEEDING PLAN								
						= MEETING PLAN								
						< BEHIND PLAN								
ACTION PLAN (Milestones)			COMPLETION MONTH: SCHEDULED O; ACTUAL X											
			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop automated data reduction system for keeping track of classification review decisions--test portion of Released Information Management System (RIMS).								X						
Begin putting RIMS data into the computer (WANG Alliance System).								X						
Presentation of recommendation for mandatory review in CRD.					X									
Arrange for four visits of CRD review teams to Presidential Libraries (if funds are available).													O	
Provide NARS with CIA guidelines for NARS systematic review for years 1952-54 (ISOO Implementing Directive 12356).						O	X							
Acquire reference material for classification review.					X			X			X		X	
Initiate second phase of State Department records survey.					O	X								
Begin classification review of Summaries of Agency Employment (SAE) for all departing employees who have never served overseas or under cover.							X							

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